

## **SOUTH DAKOTA EDUCATIONAL TECHNOLOGY STANDARDS GLOSSARY**

*Note: This glossary contains explanations that are not necessarily formal scientific definitions of terms used in the standards document.*

**21<sup>st</sup> Century Skills**-the skills needed to succeed in the 21st century and include: problem solving and decision making, higher order thinking, collaboration, creativity and innovation, global and cultural awareness

**Appropriate** -suitable or fitting for a particular purpose, person, occasion, etc

**Accurate** -true information from a source

**Assistance** -the act of helping, aiding or providing support

**Asynchronous**-a different times

**AUP (Acceptable Use Policy)**-An acceptable use policy (AUP; also sometimes acceptable usage policy) is a set of rules that defines what is and is not permitted for use on information communication technologies.

**Bloom's Taxonomy**-structured created by Benjamin Bloom, for categorizing level of abstraction of knowledge that commonly occur in educational settings

**CIPA (Child Internet Protection Act)**-Child Internet Protection Act passed in 2000 by Congress to protect students from harmful effects of the Internet.

**Closed-Circuit**-a means by which a signal is transmitted to a specific, limited set of monitors. It differs from broadcast television in that the signal is not openly transmitted, though it may employ point to point wireless links


**Collaboration**-to work together with individuals and cooperate on a project

**Communication Technology**-a process to store or deliver information using electronic and graphic means; Processes include encoding, transmitting, receiving, storing, retrieving and decoding

**Community (home, school, work, global)**-a social, religious, occupational, or other group sharing common characteristics or interests and perceived or perceiving itself as distinct in some respect from the larger society within which it exists.

**Components**-a part or element of a whole that can be separated from or attached to a system

**Content Standards**-represent expected outcomes for students completely each grade level.

**Control keys**-these keys are used alone or in combination with other keys to perform certain actions. The most frequently used control keys are CTRL, ALT, the Windows logo key , and ESC.

**Convey**-to communicate; impart; make known

**Copyright**-a legal right to publish a work for a specified number of years

**Creative commons**-intellectual property format which includes ownership of a work and grants permission to republish/reuse

**Decision making model**-a cognitive process involves the weighing of options to determine the most appropriate course of action

**Design**-as an idea: An interactive decision-making process that produces plans by which resources are converted into products or systems that meet human needs and wants or solve problems.

As a process: plan: make or work out a plan for; create something for a specific role, purpose or effect; create the idea for; create or execute in an artistic or highly skilled manner (see technological method)

**Digital citizenship**-the norms of behavior with regard to technology use

**Directed**-guided, regulated, or managed

**Educational Technology**-the incorporation of technology into the delivery of educational content to improve teaching and learning

**Explore**-to look into closely; scrutinize; examine

**External Device**-see removable storage

**FAX (Facsimile)** -transmission of data through voice lines

**Feedback**-using all or a portion of the information from the output of a system to regulate or control the processes or inputs in order to modify the output

**File Management**-the process of handling files

**Files**-a computer file is a block of arbitrary information, or resource for storing information, that is available to a computer program and is usually based on some kind of durable storage. Computer files can be considered as the modern counterpart of the files of printed documents that traditionally existed in offices and libraries, which are the source of the term.

**Function key**-the function keys are used to perform specific tasks. They are labeled as F1, F2, F3, and so on.

**GPS (Global Positioning System)**-a worldwide radio-navigation system, used to determine location worldwide

**GIS (Geographic Information Systems)**-an organized collection of computer hardware, software, geographic data, and personnel designed to efficiently capture, store, update, manipulate, analyze, and display all forms of geographically referenced information

**Gross Words A Minute (GWAM)**-is the overall typing speed regardless of how many errors you make. GWAM is often used as a measurement for users who are just learning to type and is later replaced by WPM.

**Hardware**-the mechanical, magnetic, electronic, and electrical devices comprising a computer system, as the CPU, disk drives, keyboard, or monitor.

**Home row**-starting standard keyboard finger placements  
(a-s-d-f-j-k-l-;)

**Identify**-to recognize or establish as being a particular person or thing

**Indicators**-common threads of a strand that represent expected outcomes for all students preparing to graduate from South Dakota schools.

**Information and Communication Technology (ICT)**-a range of technologies for gathering, storing, retrieving, processing, analyzing and transmitting information

**Information System**-a system, whether automated or manual, that comprises people, machines, and/or methods organized to collect, process, transmit, and disseminate data that represent user information.

**Input**-anything that enters a system process such as resources or data

**Instant Message (IM)**-a client which allows instant text communication between two or more people through a network such as the Internet

**Iterative**-circular or repetitive in design

**Licensing (Software)**-comprises the permissions, rights and restrictions imposed on software

**Malware**-a term increasingly being used to describe any form of malicious software; eg, viruses, Trojan Horses, malicious active content, etc

**Media**-materials that hold data in any form or that allow data to pass through them, including paper, transparencies, multipart forms, hard, floppy and optical disks, magnetic tape, wire, cable and fiber. Media is the plural of "medium."; or any form of information, including music and movies. May also refer to CDs, DVDs, videotapes and other

prerecorded material.

**Net-words**-the overall typing speed adjusted for the number of errors made

**Online**-a general term for when one computer is interacting directly and simultaneously with another computer

**Online Journal**-a journal that is published electronically rather than on a paper medium

**Output**-the results of the operation of any system

**Ownership rights**-see copyright

**Performance Descriptors**-the performance descriptors are organized into proficiency levels. These proficiency levels describe the content and processes that a student at a given proficiency level would be expected to know, demonstrate, or perform. To identify increasing proficiency educational technology, the levels are labeled as follows:

**Presentation**-the sharing of information with an audience

**Printer**-a device that accepts text and graphic output from a computer and transfers the information to a hardcopy source such as paper

**Process**-a systematic sequence of actions that combines inputs to produce an output.

**Relevancy**-pertains to the topic; the accuracy of information and its relationship to the topic

**Reliability**-the dependability of information and its relationship to the topic

**Removable storage device**-portable storage device that can be moved and removed repeatedly See also, External Device, Media

**Rubric**-a scoring guide used in subjective assessments and makes explicit expected qualities of performance on a rating scale

**Scanner**-a device that converts visual information into digital data

**Short Cut Keys**-allows a computer user to immediately perform a specific command via the keyboard- CTL (PC) or Command Key (Mac) followed by the appropriate character on the keyboard.

**Software**-the programs that enable a computer to perform a specific task

**Special keys**-keys used for special purposes on the keyboard, and don't really fit into the other categories. I.e. Print Screen / Sys Rq key

**Spreadsheet**-a grid of information with in a program that displays mathematical or logical functions

**Strand**-broad conceptual content areas that define Educational Technology; They are: Nature, Concepts and Systems (systems thinking, interactions, and design), Social Interactions, Information and Communication Tools, Information and Communication Processes, and Information Literacy.

**Storage/Storage Device**-a collective term for disks, tapes, disk arrays, tape arrays, and any other mechanisms capable of non-volatile data storage

**Symbol keys**-Ex. \$,?, &,"

**System**-a group of independent but interrelated elements comprising a unified whole

**Sub-System**-a secondary or subordinate part of a unified whole (see System)

**Systems-thinking model**-a graphic that displays the parts of a system (Input, Process, Output, Feedback)

**Synchronous**-at the same time

**Task**-a purposeful action performed

**Technology**-the branch of knowledge that deals with the creation and use of technical

means and their interrelation with life, society and the environment

**Technological Method**-a specific problem-solving method for doing technology.

Define the problem

Research solutions

Generate alternative solutions

Select the best solution

Develop and produce a result

Test and evaluate a result

Report results

(see design)

**Technological System**-a system which is unique to the study of technology

**Technology Literacy**-the ability to use, manage, assess, and understand technology.

**Telecommunications**-the transmission of signals over a distance for the purpose of communication

**Texting/Text Message**-sending short messages to a smart phone, pager, PDA, or other handheld device

**Tool**-a device that is used to complete a task

**Touch Typing**-the act of typing using the sense of touch rather than sight to find the keys. A technique that usually places the eight fingers in a horizontal row along the middle of the keyboard (the home row) and has them reach for other keys.

**Privacy Policy**-a declaration made by an organization regarding its use of personal information.

**Validated**-evidence that provides a high degree of assurance that a specific process will consistently produce a result meeting its predetermined specification

**Virus**-a code planted illegally in a computer program, often to damage or shut down a system or network.

**Virtual Learning Environment**-an electronic system designed to communicate content

**Word Processing**-a computer application used for the production (including composition, editing, formatting, and possibly printing) of any sort of printable material